



## Legislation Details (With Text)

**File #:** 19-1530      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/7/2019      **In control:** Board of Supervisors

**On agenda:** 11/5/2019      **Final action:** 11/5/2019

**Title:** Health and Human Services Agency recommending the Board adopt and authorize the Chair to sign Resolution 191-2019, amending the Authorized Personnel Allocation Resolution (105-2019), thereby deleting 3.0 vacant Full Time Equivalent (FTE) Screener and adding 3.0 FTE Office Assistant III.

FUNDING: 100% Federal and State Funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Blue Route 11/05/19, 2. B - Final Resolution Add OA III - Delete Screener 11/05/19, 3. Executed Resolution 191-2019

Date	Ver.	Action By	Action	Result
11/5/2019	1	Board of Supervisors	Approved	Pass

Health and Human Services Agency recommending the Board adopt and authorize the Chair to sign Resolution **191-2019**, amending the Authorized Personnel Allocation Resolution (105-2019), thereby deleting 3.0 vacant Full Time Equivalent (FTE) Screener and adding 3.0 FTE Office Assistant III.

**FUNDING:** 100% Federal and State Funding.

**DISCUSSION / BACKGROUND**

On June 25, 2019 the Board of Supervisors approved the Personnel Allocation Resolution #105-2019 (File ID:19-0097, Agenda No. 5) which reflects HHSA’s personnel allocation to include the following positions; 5.0 Full Time Equivalent (FTE) Screener and 13.0 FTE Office Assistant III.

HHSA has identified the need to improve efficiencies in Eligibility to better support program mandates. A key need identified by the Agency is the need to be able to use positions more flexibly in the Medi-Cal, CalFresh, and CalWORKs programs. Both the workload and caseloads in these programs are continually being impacted by legislative and process changes, resulting in expanded, complex programs and eligibility mandates. This includes a pending full conversion to a Statewide Automated Welfare System (SAWS), coordination of multiple external required data systems, and the new addition of the new state data collection quality improvement system known as Cal-OAR CQI System.

As a result, the current and future workload requires additional clerical support from Screeners for the completion of advanced clerical functions that have a high level of responsibility. The current classification of Screener limits HHSA in how the positions are utilized. Greater flexibility of journey classifications that can perform screening and other duties is needed.

Working directly with the Human Resources Department, HHSA developed the attached Personnel Allocation Resolution which was approved by County Counsel on October 4, 2019. The proposed

change would delete 3.0 Full Time Equivalent (FTE) Screener and add 3.0 FTE Office Assistant III.

### **ALTERNATIVES**

The Board could decline to adopt and authorize the Chair to sign the attached Personnel Allocation, thereby retaining the current allocations.

### **PRIOR BOARD ACTION**

Personnel Allocation Resolution #105-2019 (File ID:19-0097, Agenda No. 5)

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources and County Counsel

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

There is a total annual increase in cost for the three positions of approximately \$3,676, which is the difference between the Screener and the Office Assistant III classifications. The 3.0 FTE Screener allocations are currently vacant and provide a cost savings to offset the increase resulting from this request. There is no Net County Cost associated with this item.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Obtain signature of Chair on attached Resolution ###-2019.
- 2) Provide one (1) certified Resolution to HHSA-Contracts at 3057 Briw Rd and one (1) certified Resolution to Katie Lee in Human Resources at 330 Fair Lane.

### **STRATEGIC PLAN COMPONENT**

N/A

### **CONTACT**

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